HUMAN RESOURCES AND LABOR NEGOTIATIONS COMMITTEE

Minutes of the Regular Session of the Human Resources and Labor Negotiations Committee of the Dodge County Board of Supervisors held on Tuesday, March 18, 2014 at 10:00 A.M., in meeting room 4-C located on the fourth floor of the Administration Building.

HR COMMITTEE MEMBERS PRESENT: Maly, Ballweg, Frohling and Marsik.

MEMBERS EXCUSED: Greshay

ALSO PRESENT: Sarah Eske, Human Resources Analyst; Kelly Henning, Human Resources Assistant II; Angela Zilliox, Human Resources Specialist; James Mielke, Dodge County Administrator; Chief Deputy Scott Smith; Ruth Otto, Director Information Technology; Erin Roberts, Information Technology Database Administrator; Julie Kolp, Finance Director; Carrie Lagerman, Administrative Assistant – Finance; Joyce Fiacco, Director Land Resources & Parks Department.

Meeting called to Order by Chairperson Maly at 10:00 a.m.

Roll call was taken. All members present with the exception of Greshay who was excused.

Eske verified that the meeting was noticed in compliance with the Open Meetings Law.

Motion by Marsik to approve the agenda and allow the Chairperson to go out of order to efficiently conduct the meeting. Second by Frohling. Motion carried.

Maly asked if anyone present had any public comments. None were heard.

Motion by Ballweg to approve the minutes of the March 4, 2014 regular meeting of the Human Resources and Labor Negotiations Committee. Second by Marsik. Motion carried.

Otto distributed an informational handout outlining the Kronos Project. Otto explained the components of the Kronos upgrade and answered questions presented by Committee members. Otto explained some of the benefits that the Kronos software will provide to Human Resources, Finance and the employees. Otto also explained that the Kronos project team consists of representatives from all major departments. Maly suggested appointing one person to conduct all of the communications related to updates and project goals etc. to employees. Otto stated she felt this was an excellent suggestion. A short discussion followed. Otto stated that this Committee is responsible for establishing policy and that there may be items that will need this Committee's approval as the project continues to move forward. Otto also commented that a meeting will be held with all key Departments to discuss the option of going to one payroll cycle for all Departments or the possibility of combining payrolls.

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The Committee reviewed the Personnel Requisitions. Mielke recommended approval of all Personnel Requisitions.

Motion by Ballweg to approve the Personnel Requisitions as presented. Second by Frohling. Motion carried.

- One (1) Paralegal Intern LTE, District Attorney Department
- One (1) Utility II Truck Driver-F.T., Highway Department
- One (1) Counselor Community Support Program-F.T., Human Services & Health Department
- One (1) Economic Support Aide Bilingual–F.T. Human Services & Health Department One (1) Human Services Supervisor, Clinical Services–F.T., Human Services & Health Department
- One (1) Psychiatric Therapist I or II-F.T., Human Services & Health Department
- One (1) Imaging Technician-Intern Seasonal, Land Resources & Parks Department
- One (1) Park Attendant-Astico Park Seasonal, Land Resources & Parks Department
- One (1) Park Caretaker-Astico Park Seasonal, Land Resources & Parks Department
- One (1) Park Attendant-Derge Park Seasonal, Land Resources & Parks Department
- One (1) Park Caretaker-Derge Park Seasonal, Land Resources & Parks Department
- One (1) Park Attendant-Harnischfeger Park Seasonal, Land Resources & Parks Department
- One (1) Park Caretaker-Harnischfeger Park Seasonal, Land Resources & Parks Department
- One (1) Park Attendant-Ledge Park Seasonal, Land Resources & Parks Department
- One (1) Park Caretaker-Ledge Park Seasonal, Land Resources & Parks Department
- One (1) Trail Caretaker-Wild Goose State Trail Seasonal, Land Resources & Parks Department
- One (1) Treatment Alternatives and Diversion (TAD) Assistant-LTE, Sheriff's Department

Leaves of Absence: None.

The Committee reviewed the Salary, Wage, and Status changes as presented.

NEW HIRE – UNION: None. RE-HIRE – UNION: None. RECLASSIFICATION – UNION: None. STEP INCREASE – UNION: None. NEW HIRE: Ann L. Peters, Legal Assistant – Job Share, District Attorney Department at \$17.14, Pay Grade DC04, Step ST02 effective 02-12-14; Amy L. Muenchow, Public Health Technician, Human Services & Health Department at \$14.74, Pay Grade DC03, Step ST01 effective 03-10-14. RE-HIRE: None. LIMITED TERM/SEASONAL: Whitney Rathke, Seasonal 4-H Summer Intern, UW Extension Department at \$10.00, Pay Grade MSC19, Step 01ST effective 03-06-14. RECLASSIFICATION: Vicki J. Zimmerman, ADR Specialist II, Human Services & Health Department at \$20.51, Pay Grade DC06, Step ST01 effective 01-23-14; MaryLee Fanshaw-Neuendorf, Custodian II, Physical Facilities Department at

\$17.56, Pay Grade TSU06, Step 6M54 effective 03-10-14. STEP INCREASE: Sheila M. Davidson, Deputy Clerk of Courts, Clerk of Courts Department at \$19.04, Pay Grade DC04, Step ST06 effective 05-14-14; Zev D. Kianovsky, Assistant Corporation Counsel, Corporation Counsel Department at \$36.59, Pay Grade DC11, S09A effective 03-31-14; Rachel E. Strohbusch, Legal Secretary I, Corporation Counsel Department at \$15.58, Pay Grade DC03, Step ST03 effective 01-28-14; James H. Huck, Equipment Operator. Highway Department at \$22.30, Pay Grade DC05, Step S08B effective 04-26-14; Robert S. Mindemann, County Patrolman, Highway Department at \$21.66, Pay Grade DC04, Step S12A effective 04-14-14; Brian L. Otto, Equipment Operator, Highway Department at \$22.04, Pay Grade DC05, Step S08A effective 05-15-14; Ryan M. Pieper, Mechanic, Highway Department at \$21.10, Pay Grade DC06, Step ST02 effective 04-01-14; Michael J. Thoma, Mechanic, Highway Department at \$22.85, Pay Grade DC06, Step ST05 effective 04-03-14; Jonathon R. Tietz, Shop Foreman, Highway Department at \$24.36, Pay Grade DC07, Step ST04 effective 04-07-14; Leann M. Schultz, Insurance & Benefits Coordinator, Human Resources Department at \$22.27, Pay Grade DC06, ST04 effective 03-24-14; Wanda L. Bachhuber, Benefit Specialist, Human Services & Health Department at \$17.39, Pay Grade DC02, Step S14A effective 04-24-14; Falkinham, RN Case Manager - Mental Health, Human Services & Health Department at \$29.23, Pay Grade DC08, Step S08B effective 04-22-14; Karen J. Ferstl, Home & Financial Advisor I, Human Services & Health Department at \$15.16, Pay Grade DC03, Step ST02 effective 05-01-14; Kathy L. Janssen, RN Public Health, Human Services & Health Department at \$30.97, Pay Grade DC08, Step S11A effective 04-01-14; Diane E. LaLonde, Senior Social Worker, Human Services & Health Department at \$29.23, Pay Grade DC08, Step S08B effective 04-22-14; Jody R. Langfeldt, HS Supervisor, Public Health, Human Services & Health Department at \$36.64, Pay Grade DC12, Step ST06 effective 04-23-14; Marvella Puga, Public Health Technician, Human Services & Health Department at \$16.89, Pay Grade DC03, Step ST06 effective 03-20-14; Diana M. Schneider, RN Public Health, Human Services & Health Department at \$30,97, Pay Grade DC08, Step S11A effective 02-21-14; Carol A. Schwab, WIC Project Director, Human Services & Health Department at \$29.93, Pay Grade DC08, Step S09B effective 01-01-14; Mary S. Wafle, Psychiatric Therapist II, Human Services & Health Department at \$30.79, Pay Grade DC09, Step S07B effective 05-06-14; Lori A. Hill, Administrative Secretary III, Land Resources & Parks Department at \$18.10, Pay Grade DC03, Step S09B effective 03-04-14; Jennifer A. Tisdale, Administrative Secretary III, Land Resources & Parks Department at \$18.10, Pay Grade DC03, Step S09B effective 03-08-14; Michael L. Bosak, Custodian II, Physical Facilities Department at \$15.16, Pay Grade DC02, Step S07B effective 02-20-14; Pamela A. Grosskopf, Deputy Secretary, Sheriff's Department – Jail Division at \$20.21, Pay Grade DC03, Step S14B effective 04-12-14; Gwyn K. Meyer, Corporal – Relief, Sheriff's Department – Jail Division at \$26.33, Pay Grade DC06, Step S11A effective 04-12-14; Chris S. Myers, Jail Program Specialist, Sheriff's Department –Jail Division at \$25.21, Pay Grade DC05, Step S13B effective 04-07-14; William J. Pansier, Correctional Officer - Relief, Sheriff's Department - Jail Division at \$23.10, Pay Grade DC04, Step S14B effective 04-24-14. SCHEDULED INCREASE: None.

The Committee reviewed the Orientation Period Reports as presented.

Committee Member Reports: None.

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HR Director's Report:

- a) <u>Disciplinary Actions</u>: Eske informed the committee that the Sheriff is currently reviewing information into allegations of unprofessional conduct by an employee of the Jail and will most likely be issuing discipline.
- b) <u>Grievances and Arbitrations</u>: Eske had nothing new to report at this time concerning the Sheriff's Department negotiations.

Eske informed the Committee that the Human Services employee who was recently terminated has taken the next step in the grievance procedure for review by Mr. Mielke.

Future Agenda Items: None reported at this time.

Future Meeting Dates and Times:

The next regular scheduled meetings of the Human Resources and Labor Negotiations Committee are:

Tuesday, April 1, 2014 and Monday, April 14, 2014 at 10:00 a.m. in room 4C of the Administration Building.

Meeting adjourned by order of the Chairperson at 10:40 a.m.

Richard Greshay, Secretary

Donna Maly, Chairperson

Disclaimer: The above minutes may be approved, amended or corrected at the next committee meeting.